

# Head of Computing or Digital Leader (for an exceptional candidate)

## Trinity Academy

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### Job Description

#### Position Profile

Responsible to: Senior Leader

Salary: Head of Computing: CST pay scale plus CST Responsibility allowance R1 (£3387)

Additional opportunity for an outstanding candidate to be Digital Leader across the Academy with an additional allowance of R1:

Teaching load: We currently have 0.6 FTE computing teaching at Trinity. This could be made up to a full time post if the candidate can offer a second subject.

Start date: 1st September 2025

#### Purpose of the role

To embrace the mission and values of Trinity Academy, ensuring that **every** child achieves their absolute best by delivering outstanding teaching and leadership of Computing.

#### Details of the role

Our mission at Trinity is to create a world class school. As such, we expect that all members of our community seek to become the best version of themselves, developing Head, Heart and Soul, so that our students will ultimately be successfully and happily employed in a career with prospects, as well as being citizens with a burning passion to serve their communities.

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Our goal is to be a +1 school for progress and our approach to intent and implementation is with this continually in mind.

We believe that education has the power to change lives and communities and we constantly strive to improve our practice to allow our students to have the best outcomes, academically, pastorally and in their character.

In September 2021 we moved into our £24 million new building with a suite of Computer classrooms. We offer Computing from year 9 and usually have two groups per year at KS4. There is plenty of scope to make a significant impact. Co-planning, coaching and weekly professional development are all timetabled to ensure that you have the opportunity to be an exceptional practitioner in a world class teaching team. There is also opportunity to grow this role, not least through the sixth form we opened this year (not currently running Computing but this is a subject we would like to consider in the future).

For an exceptional candidate, the role would incorporate a Digital Lead with responsibility of setting the strategy e-learning across the Academy with the aim of maximising the use of technology to enhance learning across all subject areas.

Every teaching post at Trinity must also embrace the following, structured into our three foci; Head, Heart and Soul with a forth area of responsibility for leadership and management:

### **Head: a place of learning**

The role requires you to:

- plan and deliver and quality assure highly academic lessons which implement curriculum intent and deliver excellent outcomes (both academic and pastoral) for all learners
- treat time as precious, ensuring that all tasks and activities are clearly linked to intended learning – everything with a purpose, empowering those most in need
- lead teaching and non teaching staff to ensure that underachievement is addressed quickly and effectively
- prepare appropriately for, and contribute to or lead, all co-planning sessions and curriculum development discussions
- regularly mark student work in line with your department making policy and give feedback that stimulates improved learning
- engage fully in our culture of continual professional development and coaching, in which we encourage and challenge each other to be the best we can be.

## **Heart: a place of care and respect**

The role requires you to:

- care deeply for our young people and for everyone who makes up the Trinity community
- be mindful of your own wellbeing and that of your colleagues
- be a pastoral leader in any and every school context
- be an agent of character development for all our young people
- follow, support and model the implementation of the school's behaviour policy, including systems, routines and duties
- care for our environments.

## **Soul: a place of engagement**

The role requires you to:

- commit to the vision for the school and be proactive in contributing to our team in building a world class organisation for students, staff and our community.
- be involved in the co-curricular offer at Trinity by either leading or supporting after school clubs that offer breadth and depth
- be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth.

## **Leadership and management**

This role requires you to:

- Communicate the joy and wonder of teaching and learning
- Lead with integrity and by example with an unshakeable belief in the power of education to transform lives
- Be willing to engage with and contribute to our culture of high challenge and high support, in order to develop yourself as a leader and colleagues across our community.
- Be highly organised and efficient with all resources (time, money, people, systems and equipment), striving to continually improve your department and the Academy as a whole.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

# Digital Leader

## Trinity Academy

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### Job Description

As well as the above, we are looking for a strategic, creative technologists to lead the academy's digital strategy, to equip every student with digital literacy and fluency and to support staff in harnessing the power of technology to improve learning.

#### The Role

##### **Strategic development responsibilities of the subject may include:**

- developing a school-wide understanding of the role and importance of digital technologies to enable successful learning for all students;
- developing a school vision that prepares students for the future, which is supported by the use of digital technologies;
- modelling technology use by senior leaders in the school, as well as making sure teachers appreciate and experience new technologies as learners themselves before being expected to use them in classrooms;
- encouraging teachers to take risks and use technologies in innovative and meaningful ways to improve student learning;
- making the most of available technology;
- developing and implementing policies and practices for ICT and Computer Science as subjects, which reflect the school's commitment to high achievement for all groups of students;
- creating a climate which enables staff to develop their craft as a teacher of ICT and Computer Science and to communicate the joy and wonder of the teaching and learning of ICT and Computer Science;
- developing opportunities to improve ICT and Computer Science capital for students, especially Special Interest Groups (SPIGs) through coordination of extracurricular activities (e.g. ICT and Computer Science week, trips, displays, visitors, ICT and Computer Science club).
- develop a strategy for and understanding of the use of AI

##### **Teaching and learning responsibilities may include:**

- ensuring curriculum design, coverage, continuity and progression in the subject for all students,
- ensuring that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students;

- providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of all students;
- ensuring effective development of students' literacy, numeracy and information technology skills through the subject;
- evaluating the teaching of the subject in the school, using this analysis to identify effective practice and areas for improvement;
- embedding literacy skills in the ICT and Computer Science curriculum through collaboration with the English department.

**Leading and managing staff may include:**

- establishing clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- performance managing staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s); holding colleagues to account where necessary;
- auditing training needs of subject staff;
- leading professional development of subject staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, other multi academy trusts, subject associations;
- ensuring that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.

**Efficient and effective deployment of staff and resources may include:**

- establishing staff and resources needs for the subject and advise the headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
- deploying, or advising the headteacher on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise;
- ensuring the effective and efficient management and organisation of learning resources, including information and communications technology;
- maintaining existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school; and

**Health and Safety responsibilities include:**

- promoting a culture of outstanding Health and Safety Practice;

- ensuring that the ICT and Computer Science Health and Safety Policy is reviewed, implemented and followed by all members of the department, including non-teaching staff.

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